

What is Google Forms?

Google Forms is a free tool from Google that allows you to do the following:

- Create forms & quizzes
- Share the forms with others
- Allow others to complete the forms online
- Collect respondents usernames
- Collect all the responses in a spreadsheet
- Provide you with helpful summaries of the collected data with charts and graphs

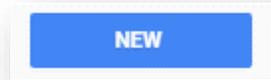
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Creating a New Form

Once you are in Google Drive you can **create a new form** as follows:

1. Click the **New** button in the top left corner and select **More**.
2. Click on **Google Forms** and an untitled form will now be created
3. Enter a name for your form and is now ready for you to edit.



Adding Collaborators to the Form

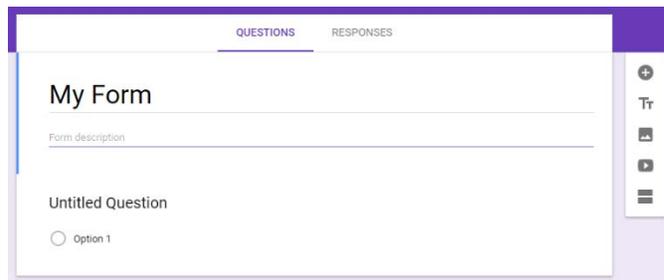
Just like with other Google Documents, you can give other people edit rights to collaborate on the creation of your form. To add collaborators:

1. From the more menu, click on **Add collaborators...**
2. The normal **Sharing settings** window will open where you can share the form with other people.

Editing the Form Description

After creating your form, you can optionally add text for a description. Usually this is where you can explain to the user the purpose of the form, any special directions, or other helpful information.

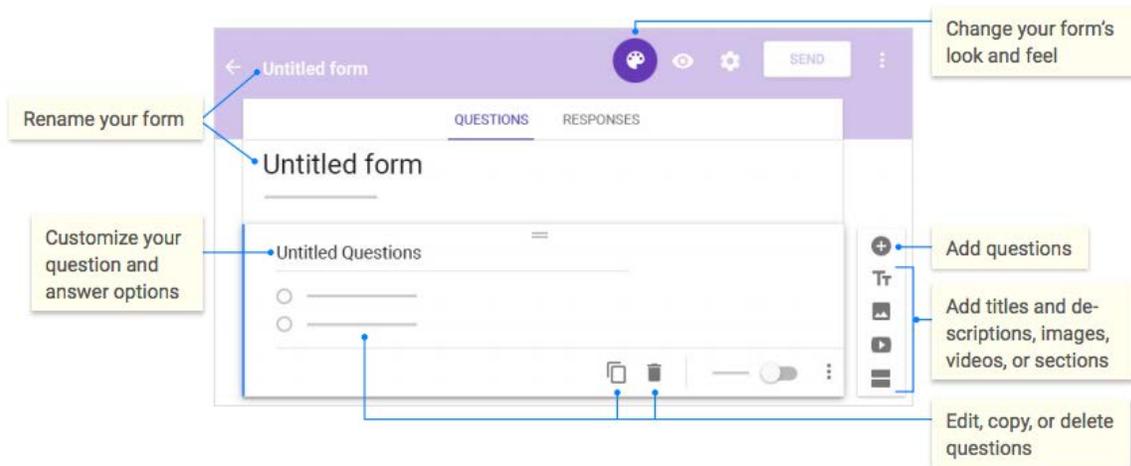
1. Below the title of the form, there is a box labeled **Form Description**.
2. Simply click and type in that box to add your description.



Editing form questions

When you create your form, your first question will be created as well. You can edit the question as follows:

- For **Question Title** you can type in the question you wish to ask.
- For **Help Text** you can add additional directions or clarification for the question.
- For **Question Type** you can choose between nine different types of questions
- If the question type needs a list of answers (such as multiple choice or checkboxes) then you can fill in the available answers.
- To force the user to answer the question, select the **required question button**.
- Click **Done** when finished.



Adding more questions and other items

In addition to the one question you begin with, you can add more questions and other items to your form.

- To add an item you can click the **Add item** button The items you are able to add include:
 - **Basic question types:** Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list
 - **Advanced question types:** Scale, Grid, Date, Time
 - **Layout items:** Section header, Page break, Image

Question types

There are **nine different types of questions** you can include in a form:

1 – Short Answer type

- For the **Text** type question, you simply type in a question and the user gets a **one-line text box** to enter their response.
- For the **Advanced setting** you can choose **Data Validation** to make the user's response match a certain value, type, or pattern.

2 -Paragraph type

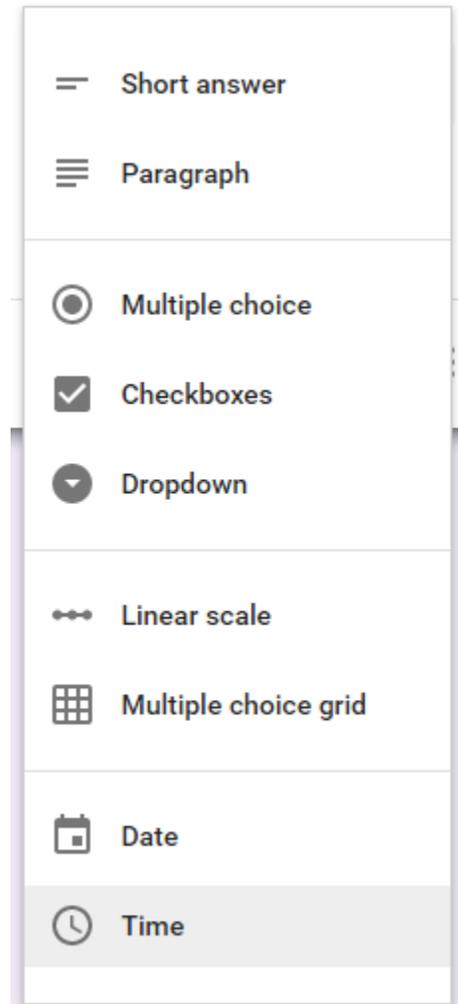
- For the **Paragraph** type question, you simply type in a question and the user gets a **multi-line text box** for their response.
- This type of question is well suited for open-ended or essay type responses.
- For the **Advanced setting** you can choose **Data Validation** to make the user's response match a certain value, type, or pattern.

3 - Multiple Choice type

- For the **Multiple Choice** type question, type in your question.
- Then enter in as many options as you wish for the answer choices. You can also **copy and paste** in your list if you have it typed up elsewhere.
- You can also choose to add the **Other** option where the user will be allowed to add and choose a write-in choice for your list.
- When the user completes the question, they may **only choose one of the choices** you have provided
- For the **Advanced setting** your can choose **Shuffle option order** to randomize the answer choice order

4 - Checkboxes type

- For the **Checkbox** type question, type in your question.
- Then enter in as many options as you wish for the answer choices. You can also **copy and paste** in your list if you have it typed up elsewhere.
- You can also choose to add the **Other** option where the user will be allowed to add and choose a write-in choice for your list.
- When the user completes the question, they can **choose as many of the choices** as they wish from what you have provided.
- For the **Advanced setting** your can choose **Shuffle option order** to randomize the answer choice order, or **Data Validation** to make the user choose a certain number of responses.



5 - Dropdown type

- For the **Choose From a Dropdown** type question, type in your question.
- Then you can enter in as many options as you wish for the answer choices. You can also **copy and paste** in your list if you have it typed up elsewhere.
- **Note:** There is not an **Other** option like in the Multiple Choice and Checkbox types.
- When the user completes the question, they may **only choose one of the choices** you have provided from a drop-down list.
- For the **Advanced setting** you can choose **Shuffle option order** to randomize the answer choice order

6 – Linear scale type

- The field to let people select a number in a range, linear scale lets you set a scale from 0 or 1 to 2-10 with labels for the lowest and highest options. And yes, emoji work for labels, too.

7 – Multiple Choice Grid type

- Add questions as rows, and options about them as columns.
- You can include as many rows and columns as you want, though do note that readers will have to scroll right to see more than 6 columns on desktop browsers or just 3 columns on mobile. You might want to keep the form preview open while setting up grid questions— just tap the eye icon on the top right, and refresh that page to see your changes.
- Also, in addition to the standard option to require responses, the grid lets you require a response per row and can also limit users to only one response per column.

8 - Time type

- For the Time type question you can choose either the time of day format or duration format with hours, minutes, and seconds.
- The user will then select the time or duration using drop down menus and up/down arrows.

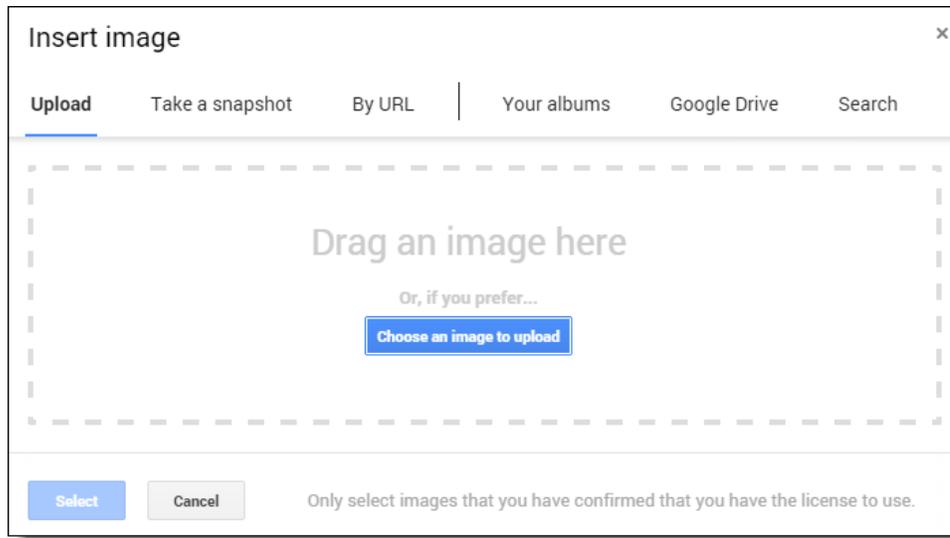
9 - Date type

- For the **Date** type question the user will simply choose a date from a drop down box or with up/down arrows.
 - You have the option to include the **Year** or not.
-

Inserting images

You can also insert pictures in your form, and can place them before or after a question or other part of your form. This is especially useful for quizzes to show the user maps, charts, and other images related to the questions.

1. To add a picture click the **Add Image** button
2. The normal Google Docs Insert image window will open giving you many options for selecting the picture.



- **Upload** - You can browse your hard drive or network drive to locate and upload an image.
 - **Take a snapshot** - If you have a webcam, you can take a picture and insert that.
 - **By Url** - You can paste the web address of an image that is already online.
 - **Your albums** - If you save pictures in Google+ Photos or browse through your albums & insert image.
-

Inserting videos

You can also insert YouTube videos in your form, and can place them before or after a question or other part of your form. This can be useful for quizzes where the user needs to watch a video and then respond to related questions.

1. To add a video click the **Add Video** button.
2. This will open the **Insert Video** window where you can search for a YouTube video or paste in the video URL.
3. Once you choose the video you want, click Select at the bottom to add it to your form.

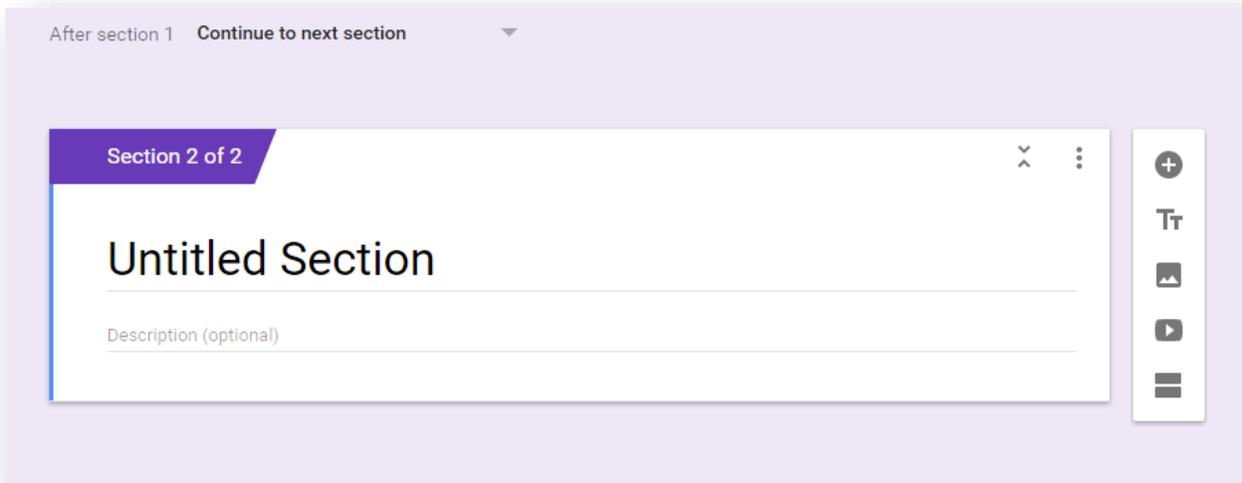
Note: Once you insert a video into the form you can click and drag it to place it elsewhere in the form, just like you can do with form questions.

Adding section breaks

If your form has a lot of questions you may want to break it up with section breaks or page breaks, and provide additional structure and information to the user.

To add a **section break**:

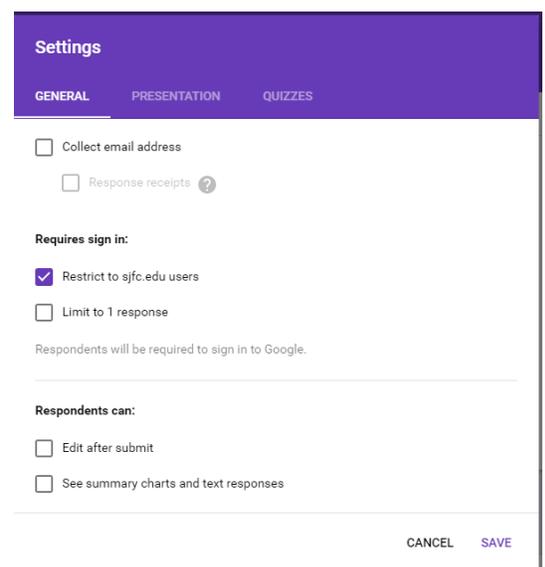
1. First click the **Add Section**.
2. You can now enter in a section title in the **Header text** box.
3. Optionally you can type in more information in the **Description** box.



Changing user settings for the form

If you are using Google Forms through a Google Apps domain, there are several user settings that you can change for your Google Form. General, Presentation, and Quizzes settings:

- **Collect email address** - If you check this box then their email address will be collected. Additionally, users can receive a copy of their responses.
- **Requires sign in** - This checkbox will restrict who can submit responses (domain). Users will be required to sign into Google with their SJFC login.
- **Only allow one response per person (requires login)** - Only let a user complete the form one time.
- **Respondents can** – Edit after submit and see summary charts and text responses.
- **Show Progress bar** – helpful for multi-page forms



- **Shuffle question order** - Rearrange the order the user sees the form questions. Useful for randomizing quizzes. However, not good if you have added images or videos to the form, as they will be shuffled as well.
 - **Make this a quiz**- Select **Make this a quiz**, and then choose whether to show the results immediately after the form is submitted or later once you review the answers. If you choose the latter, your form will need to require respondents to sign in with their Google account.
 - You can then choose to show missed and correct answers, as well as a value for each option if you'd like.
-

Design Form

Click the **color palette** icon in the top right to tweak your design, if only a little. You can choose from 15 colors, each a darker color for the header with a complimentary background shade.

Click the **photo** icon to select a photo or Google Doodle-style drawing from Google's library as your form's header photo. Or, select one of your photos from Google Drive or upload a new one and crop it to fit in as a form header. Forms will then automatically select a background color that matches your photo.

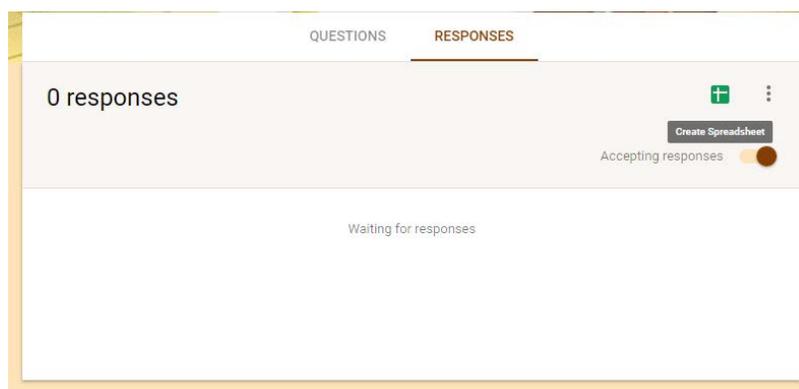
Store Form Responses in a Spreadsheet

Once you've created the form, you don't need to do anything extra to store respondents' answers in Google Forms.

- By default, it'll save each answer in the **Responses** tab, showing summary graphs and lists of answers. An individual response view shows the live form along with the results from each respondent.

That's great for quick form results, but for more tools to analyze answers, you can link your form to a Google Sheets spreadsheet.

- Click the **green Sheets** icon in the Responses tab or click **Select Response Destination** in the menu, then create a new spreadsheet or select an existing one to store the answers.



Ways to Use Google Apps in Classrooms and Schools:

- Increase efficiency, collaboration, and engagement
- Work on the same lesson plan in real time with a colleague using Google Docs.
- Take meeting notes in Google Docs and share with rest of staff/team
- Use revision history to hold students accountable
- Publish student work
- Keep student journals in a shared Google Doc, give comments while student continue to write
- Translate letters for parents using the translate feature in Google Docs
- Use Sheets to track student home, share sheet with parents
- Use Sheets and/or Forms –scheduling parent-teacher conferences easier
- Science Experiments – collect, share, analyze, and graph data.
- Use Google Forms for pre-assessment at beginning of class
 - Use Google Forms to collect data at beginning of year to find out about their interests.
 - Student complete their reading record online
 - Collect information for Parents and/or Teachers

Educational Resources:

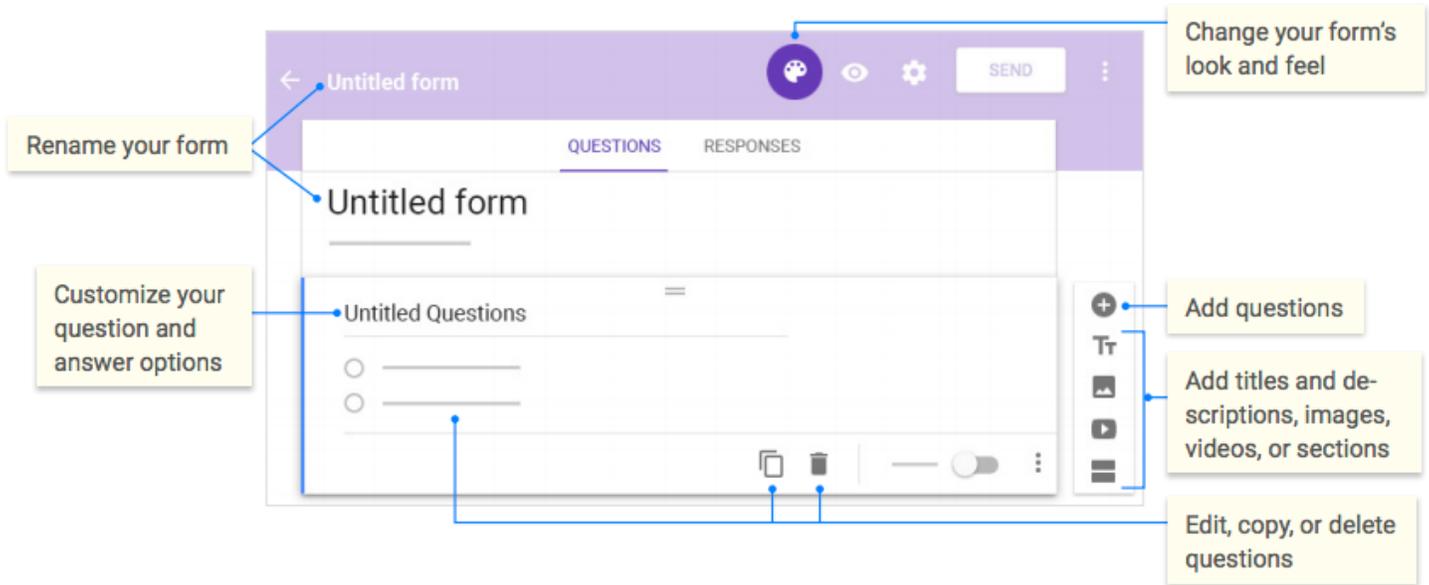
- 5 Best Google Forms & Sheets Add-ons for Teachers: <http://www.techlearning.com/blogentry/9951>
- Google Forms New Quiz Feature vs Flubaroo: <http://www.controlaltachieve.com/2016/06/forms-quiz-vs-flubaroo.html>
- 10 free Google Forms every Teach should be using: <http://www.educatorstechnology.com/2012/07/10-great-free-google-forms-every.html>
- Google Sites – getting started <https://gsuite.google.com/learning-center/products/sites/get-started/>



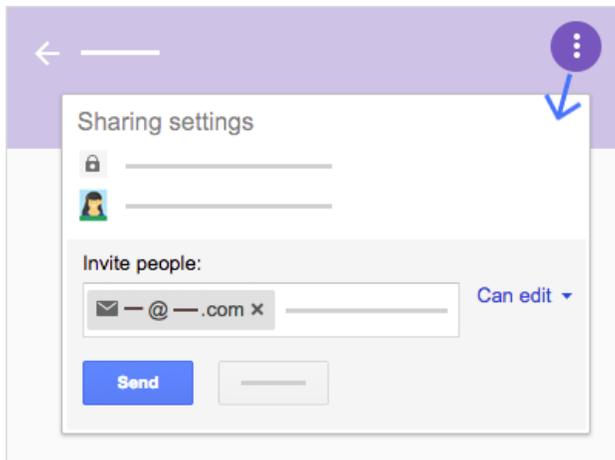
Forms Cheat Sheet

Create, simultaneously edit, and analyze surveys with your team, right in your browser.
 Manage event registrations, whip up a quick opinion poll, create a pop quiz, and much more.

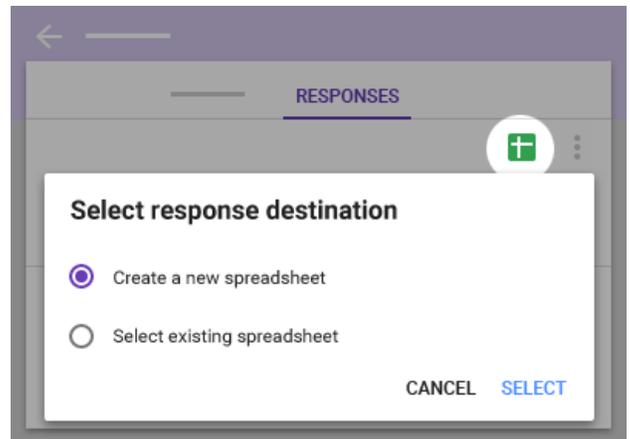
1 Build your form.



2 Share and collaborate on your form.



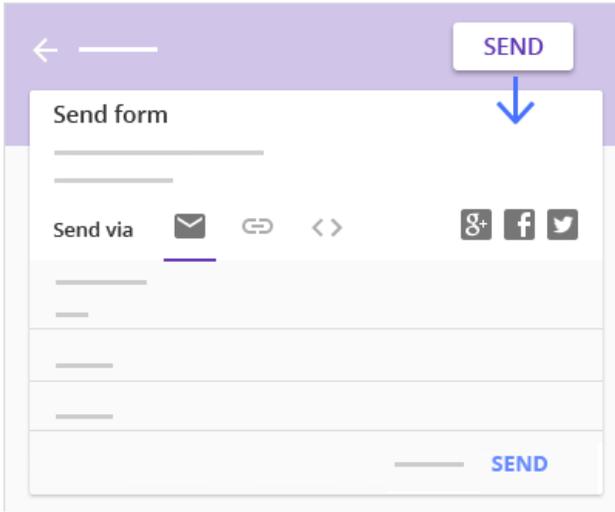
3 Choose where to collect your responses.



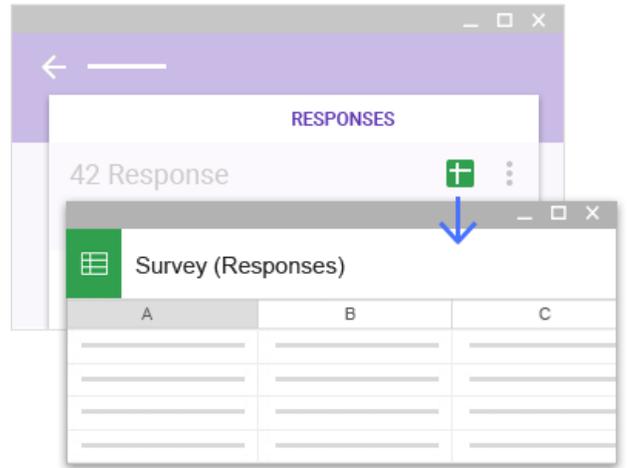


Forms Cheat Sheet

4 Preview and send your form.



5 View and analyze responses.



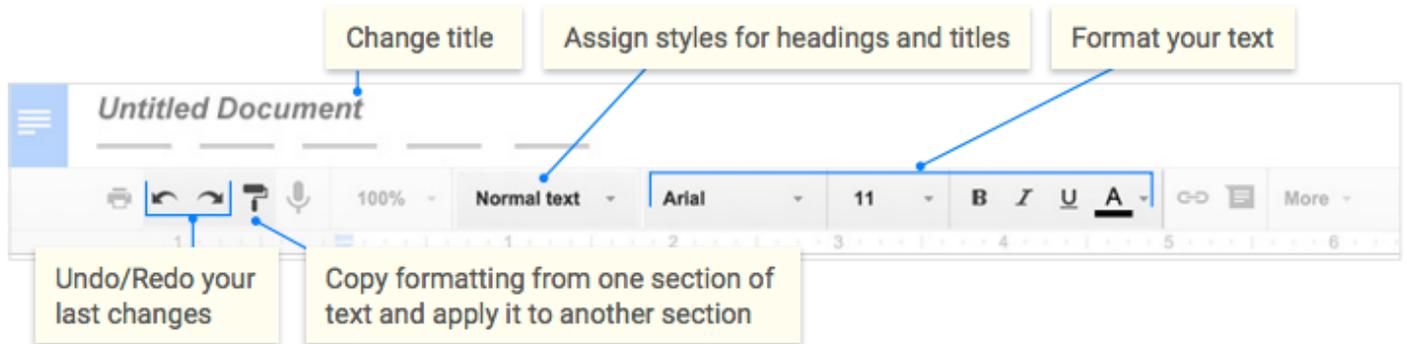


Docs Cheat Sheet

Create and simultaneously edit text documents with your team, right in your browser.

Write reports, create joint project proposals, keep track of meeting notes, and much more. All changes are saved automatically.

1 Edit and add styles to your text.



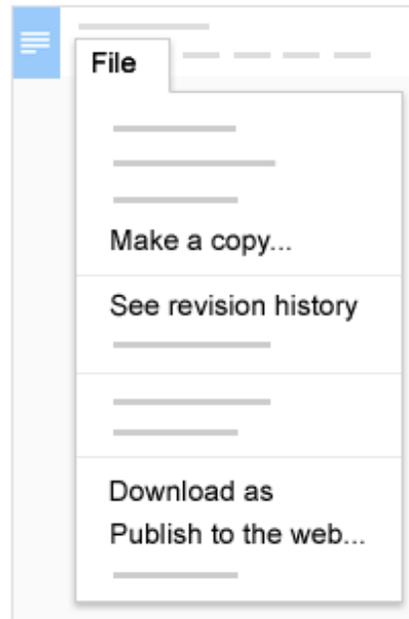
2 Work with different versions and copies of your document.

Make a copy Create a duplicate of your document. This is a great way to create templates!

See revision history See all the changes you and others have made to the document, or revert to earlier versions.

Download as Download your document in other formats such as Microsoft® Word® or PDF.

Publish to web Publish a copy of your document as a webpage, or embed your document in a website.





Docs Cheat Sheet

3 Enhance your document by adding features.

Image Insert an image from your computer, the web, or Google Drive.

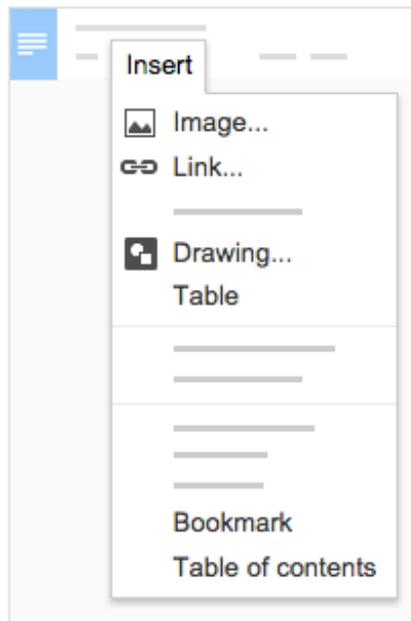
Link Add a link to another page or to a header or bookmark in the same document.

Drawing Create pictures, flowcharts, diagrams, and more in your document.

Table Select the number of columns and rows to create a table.

Bookmark Add shortcuts to specific places within your document.

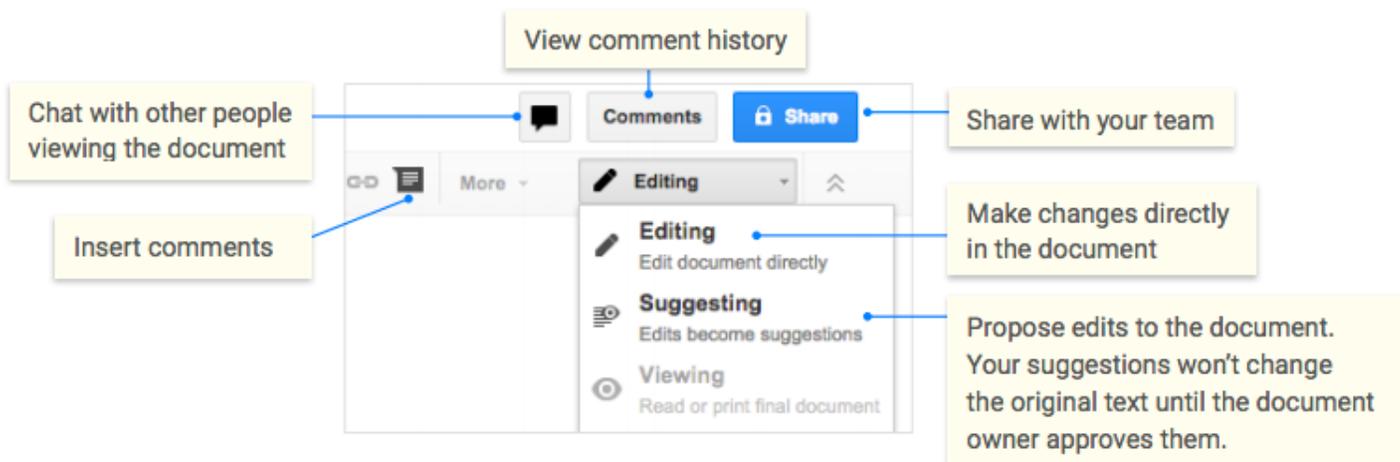
Table of contents Create an autogenerated table of contents that links to each heading (where you've applied heading styles).



4 Click to **Share** your document, then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Suggest edits	Add comments
Can edit	✓	✓	✓	✓
Can comment	—	—	✓	✓
Can view	—	—	—	—

5 Collaborate with your team in real-time.





Drive Cheat Sheet

Keep all your work in one secure place with online file storage.

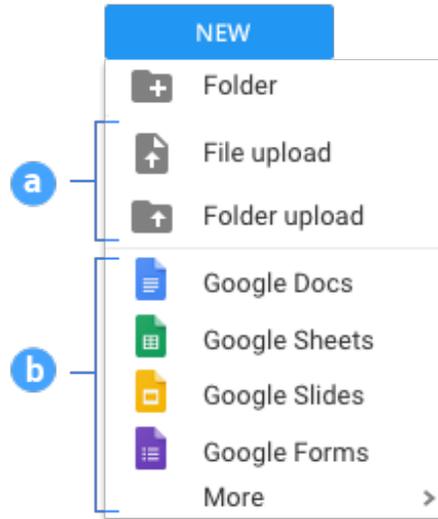
After you store your files in Google Drive, you can share them with others and access them on any computer, smartphone, or tablet. When you change or delete a file stored in one of these locations, Drive makes the same change everywhere else so you don't have to.

1 Click **NEW** to...

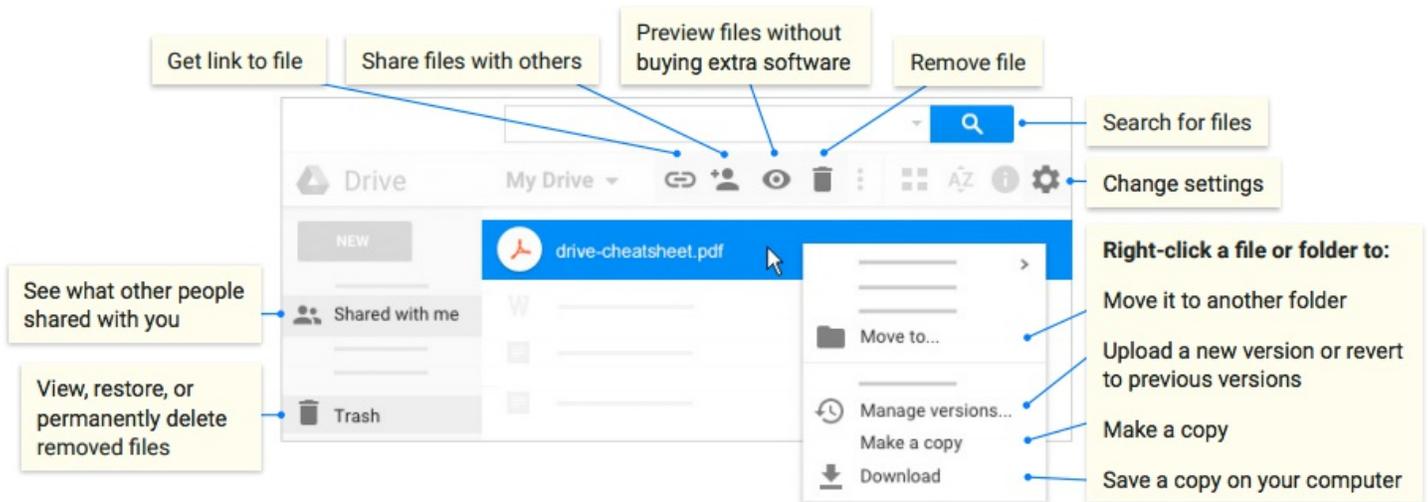
a Upload any files (such as PDFs, videos, and pictures) and folders from your computer.

b Create new documents right in your browser.

Description	Example uses
Text documents	Proposals, reports, shared meeting notes
Spreadsheets	Project plans, budget sheets
Presentations	Pitch decks, training modules, team presentations
Surveys	Customer satisfaction surveys, group polls
Drawings	Flowcharts, diagrams, wireframes



2 Work with files you've stored in Drive.





Drive Cheat Sheet

3 Share your files and folders by clicking Share + , then choose what collaborators can do. They'll also receive an email notification.

	Delete files and folders	Add and remove files and folders	Share or unshare files and folders	Edit Docs files	Comment or suggest edits in files	View files and folders
Can edit	✓	✓	✓	✓	✓	✓
Can comment	—	—	—	—	✓	✓
Can view	—	—	—	—	—	✓

4 Access your files from any device.

Browser or device	Requirements	How to access
 Web browser (any device)	Install any web browser.	Go to drive.google.com .
 Desktop computer	Install Google Drive for Mac/PC at https://www.google.com/drive/download .	Open the Google Drive folder on your desktop.
 Mobile and tablet devices	Install the Drive app from the Play Store (Android) or App Store (iOS).	Open the Drive app on your smartphone or tablet.

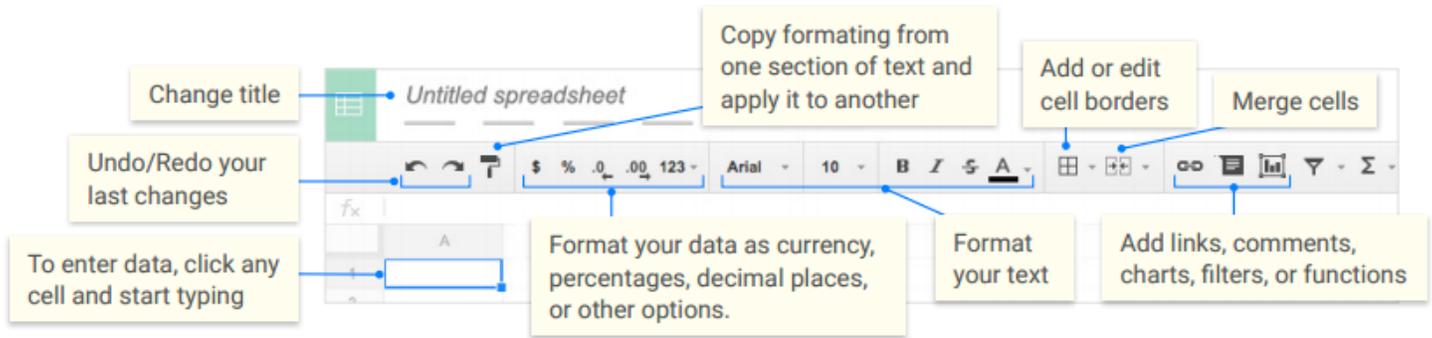


Sheets Cheat Sheet

Create and simultaneously edit spreadsheets with your team, right in your browser.

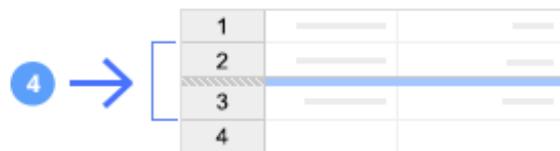
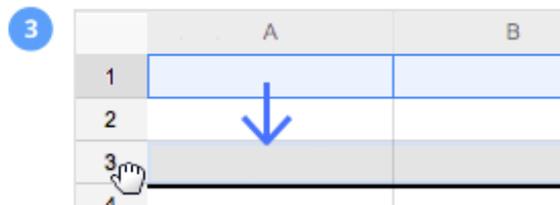
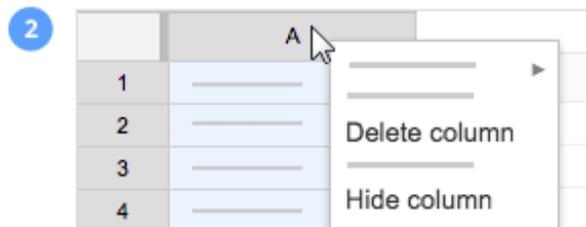
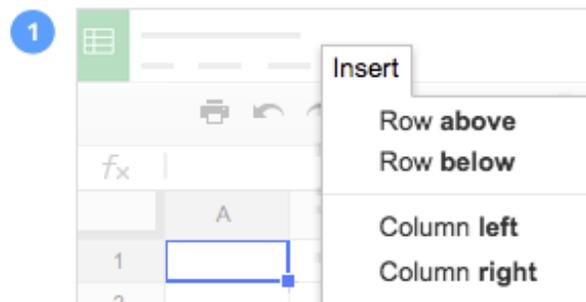
Analyze data with charts and filters, handle task lists, create project plans, and much more. All changes are saved automatically.

1 Customize your spreadsheet and data.



2 Work with rows and columns.

- 1 Add rows and columns** Select a cell, click **Insert**, and choose where to add the row or column next to that cell.
- 2 Delete or hide rows and columns** Right-click the row number or column letter and select **Delete** or **Hide**.
- 3 Move rows and columns** Click the row number or column letter to select it. Then, drag it to a new location.
- 4 Freeze header rows and columns** Keep some of your data in the same place. On the menu bar, click **View**. Then, choose an option under **Freeze**.





Sheets Cheat Sheet

3 Click  to share your spreadsheet, then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Add comments
Can edit	✓	✓	✓
Can comment	—	—	✓
Can view	—	—	—

4 Collaborate with your team in real-time.



5 Create different versions and copies of your spreadsheet.

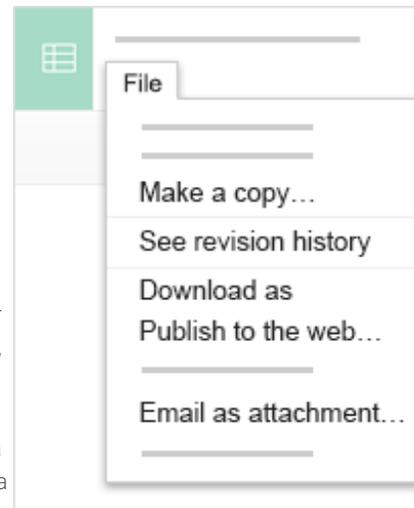
Make a copy Create a duplicate of your spreadsheet. This is a great way to create templates.

See revision history See all the changes you and others have made to the spreadsheet, or revert to earlier versions.

Download as Download your spreadsheet in other formats, such as Microsoft® Excel® or PDF.

Publish to the web Publish a copy of your spreadsheet as a webpage, or embed your spreadsheet in a website.

Email as attachment Email a copy of your spreadsheet.



6 Work with functions

Your most important Excel functions exist in Sheets, too.

AVERAGE	Statistical Returns the numerical average value in a dataset, ignoring text.
AVERAGEIFS	Statistical Returns the average of a range that depends upon multiple criteria.
CHOOSE	Lookup Returns an element from a list of choices based on index.
COUNT	Statistical Returns the count of the number of numeric values in a dataset.
COUNTIF	Statistical Returns a conditional count across a range.



Sheets Cheat Sheet

DATE	Date Converts a provided year, month, and day into a date.
FIND	Text Returns the position at which a string is first found within text.
FINDB	Text Returns the position at which a string is first found within text counting each double-character as 2.
IF	Logical Returns one value if a logical expression is true and another if it is false.
INDEX	Lookup Returns the content of a cell, specified by row and column offset.
INT	Math Rounds a number down to the nearest integer that's less than or equal to it.
LOOKUP	Lookup Looks through a row or column for a key and returns the value of the cell in a result range located in the same position as the search row or column.
MATCH	Lookup Returns the relative position of an item in a range that matches a specified value.
MAX	Statistical Returns the maximum value in a numeric dataset.
MIN	Statistical Returns the minimum value in a numeric dataset.
NOW	Date Returns the current date and time as a date value.
ROUND	Math Rounds a number to a certain number of decimal places according to standard rules.
SUM	Math Returns the sum of a series of numbers and/or cells.
SUMIF	Math Returns a conditional sum across a range.
TODAY	Date Returns the current date as a date value.
VLOOKUP	Lookup Searches down the first column of a range for a key and returns the value of a specified cell in the row found.

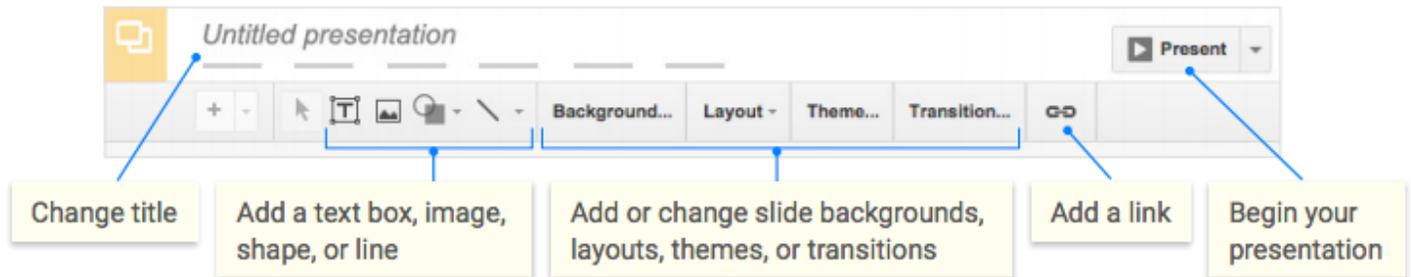


Slides Cheat Sheet

Create and simultaneously edit presentations with your team, right in your browser.

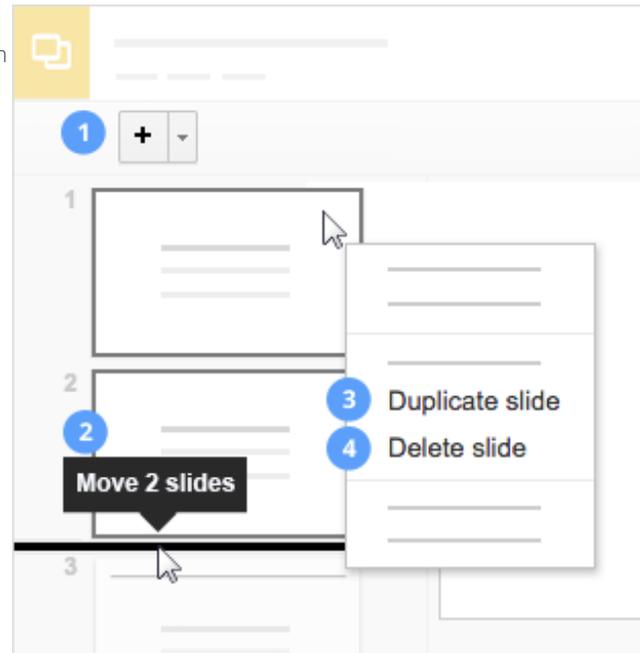
Collaborate on professional pitch decks, project presentations, training modules, and much more. All changes are saved automatically.

1 Add and edit content in your slides.



2 Add and organize slides.

- 1 **New slide** Click New slide  in the toolbar. Click the Down arrow  to choose a layout for the new slide.
- 2 **Move slide** Drag the slide to a different position in the presentation. To move several slides at once, **Ctrl+click** multiple slides before dragging them.
- 3 **Duplicate slide** Right-click the slide in the sidebar and select **Duplicate slide**.
- 4 **Delete slide** Right-click the slide and select **Delete slide**.





Slides Cheat Sheet

3 Work with different copies and versions of your presentation.

Make a copy Create a duplicate of your presentation. This is a great way to create templates.

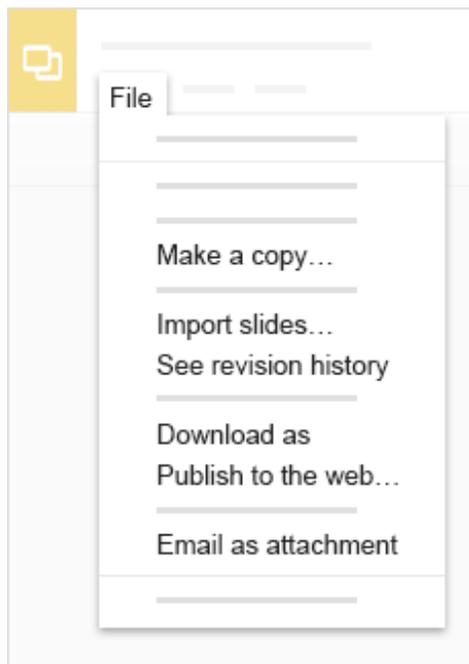
Import slides Add slides from another presentation to your current slide deck.

See revision history See all the changes you and others have made to the presentation, or revert to earlier versions.

Download as Download your presentation in other formats such as Microsoft® PowerPoint® or PDF.

Publish to the web Publish a copy of your presentation as a webpage, or embed your presentation in a website.

Email as attachment Email a copy of your presentation.



4 Click  **Share** to share your presentation, then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Add comments
Can edit	✓	✓	✓
Can comment	—	—	✓
Can view	—	—	—